



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
08/2014

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **POLITICAL ASSISTANT**
OPENING DATE: MARCH 31, 2014
CLOSING DATE: APRIL 14, 2014
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN-8 (16,291.00 €)

U.S. Embassy Pristina is seeking a qualified individual for the position of **POLITICAL ASSISTANT**.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Monitoring and Data Gathering (30%)

Monitors developments and gathers data (from sources including daily monitoring of press, periodicals, Internet, and other media or publications available in Kosovo; meetings with Kosovo government officials, international organizations, civil society leaders, religious groups, and others) about events and political developments affecting or relating to the Kosovo-Serb community.

Prepares a daily summary of notable events affecting the Kosovo-Serb community covered in local, international, and online media reports. Briefs the combined Political-Economic section on Kosovo-Serb political, societal, and cultural developments on a daily basis, culling information from key contacts, various media and published materials, and other institutions. Flags for immediate attention high-interest, sensitive, and fleeting information to inform decision-making on fast-moving political events.

Makes substantial contributions to, and works with other Political Section staff to maintain, biographic reports on key public figures, including government officials and societal leaders.

Contributes well-researched, factual information to substantial annual reports, including the annual Human Rights Report and International Religious Freedom report.

Maintains political reference files, contact lists and event trackers for the use of political officers, with special focus on Kosovo-Serb communities, and upon request obtains reports, publications, and information for the use of political officers and senior LES, including abstracting, summarizing, and compiling, and arranging material for effective use.

Analysis, Reporting, and Advising (40%)

Regularly drafts paragraph-length factual and analytical reports highlighting the importance and implications of local events or developments for Kosovo-Serb communities or relations between Kosovo's Serb minority and the majority Kosovo-Albanian population. Written communication skills are expected to be of a level needed to convey subtle details and nuances for a broad policy audience.

Supports U.S. policy objectives in both northern and southern Kosovo through analytical reporting, both verbal and written, of broad scope and complexity, for audiences in Washington DC, Post's Executive Office, the Political Section, and other agencies. Such reporting involves regular independent analysis, with a particular emphasis on the local perspective and context, of political developments and current events affecting Kosovo's Serb community. Provides in-depth insights on and interprets the significance of important past and present events, developments, and trends in the Kosovo-Serb political sphere; identifies important events and developments that require enhanced monitoring by U.S. Embassy personnel.

Uses sound reasoning and knowledge of past trends to make informed forecasts of day-to-day, middle and long-term developments within or affecting the Kosovo-Serb community, including the local impact of regional or global trends and developments. Forecasts possible challenges for U.S. policy or activities, including assessing probable reactions of domestic and international players to U.S. policy, activities, or commentary. Uses own and other analyses and professional experience to recommend courses of action to the Political Officer who deals with the Kosovo-Serb community and Political Section leadership.

Representing U.S. Interests to Domestic and International Interlocutors, and Developing and Maintaining Contacts (20%)

Develops and maintains an extensive range of mid- to senior-level contacts in politics, government institutions, NGOs, international organizations, research groups, the business community, educational and other institutions, to obtain first-hand information and interpretations of events.

Meets independently with certain contacts and advocates for U.S. government policy priorities with them.

Supporting Embassy Staff and Official Visitors (10%)

Serves as substantive assistant and interpreter, as needed, for the Political Officer who deals with the Kosovo-Serb Community. Makes appointments, accompanies to meetings, serves as note-taker, and provides related logistical support services.

Provides a wide range of support services in the Ambassador's or DCM's dealings with the Kosovo-Serb community, and escorts and interprets for him/her as required, including in politically-sensitive meetings where nuance is important.

Develops agendas and manages logistical details for various visitors to the Embassy. Briefs visiting officials on current political and societal dynamics within or affecting the Kosovo-Serb community. Accompanies visitors to meetings and serves as note-taker as needed, and interprets when required.

REQUIRED QUALIFICATIONS

Education: A bachelor's degree or equivalent in political science, social science, international relations, journalism, or related field.

Prior Work Experience: Two to three years of progressively responsible experience in social science research, journalism, politics, or related fields.

Language Proficiency: Level 4 (fluent) English; Level 4 (fluent) Serbian; Level 3 (good) Albanian.

Job Knowledge: Required to have knowledge of Kosovo's Serb community; U.S., Serbia, and Kosovo political and governmental structures and informal decision-making mechanisms. Required to make and maintain contacts with key political, economic, and cultural actors in the Kosovo-Serb community.

Skills & Abilities: Must be able to prioritize what information needs to be shared with political and economic officers and prepare factual and analytical reports on developments in the portfolio. Must be able to provide consecutive translation and also provide written translations.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

- 1)** Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application;
- 4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver to:

Embassy Human Resources Office

Rr. Nazim Hikmet Nr.30

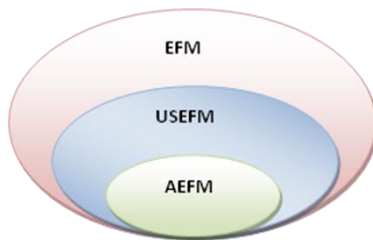
10000 Pristina, Kosovo

CLOSING DATE FOR THIS POSITION: APRIL 14, 2014 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).